



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

PAUL C. AJEGBA  
DIRECTOR

May 1, 2019

Ms. Denise Donohue, Director  
County Road Association of Michigan  
417 Seymour, Suite 1  
Lansing, Michigan 48933

Mr. John LaMacchia II, Legislative Associate  
Michigan Municipal League  
208 North Capitol Avenue, 1<sup>st</sup> Floor  
Lansing, Michigan 48933-1354

Dear Ms. Donohue and Mr. LaMacchia:

**Fiscal Year 2021 Federal Local (HSIP) Safety Program**

The Michigan Department of Transportation (MDOT) is pleased to announce the solicitation of new applications for the fiscal year (FY) 2021 general Local Safety Program. The FY 2021 federal budget for this program is estimated at \$7,500,000. This amount may be subject to revisions. Unselected FY 2021 High Risk Rural Road (HRRR) projects will automatically be included in this Call. We are asking the County Road Association of Michigan and the Michigan Municipal League to distribute this notice to their member agencies.

Local Agencies may submit more than one project application for consideration. Federal safety funds shall not exceed \$600,000 per HSIP project or a maximum amount of \$2,000,000 per Local Agency (HSIP and HRRR combined) for the fiscal year. Selected projects are to be obligated in FY 2021.

**Applications are to be electronically submitted or postmarked by Monday, August 5, 2019.**

Refer to the enclosed Exhibits for information regarding eligibility and submitting candidate Safety Project Applications. An agency wishing to submit a systemic horizontal curve delineation, rumble strip, edgeline pavement marking, signal backplates, or stop controlled intersection sign upgrade project is encouraged to use the HSIP Systemic Streamlined Application.

Our goal is to maintain a fiscally constrained program while maximizing the use of available federal funds. If you have any questions, please feel free to contact Pamela Blazo, Safety Programs Engineer, at (517) 335-2224 or at [blazop@michigan.gov](mailto:blazop@michigan.gov).

Sincerely,

Tracie J. Leix, P.E.      Tracie J. Leix  
May 1 2019 1:20 PM

Tracie J. Leix  
for Larry Doyle, Administrator  
Development Services Division

Enclosures

## Exhibit 1 –Project Eligibility Requirements

1. Projects may be located in a rural or urban designated area.
2. All locally controlled public roadways, regardless of National Functional Classification, are eligible.
3. The applicant must be an Act 51 agency (County, City, Village). Townships will need to work with their County for submittal.
4. Project Examples
  - Corridor wide or systemic projects. [Systemic projects for shoulder and center line rumble strips, curve delineation, edgeline pavement markings, signal backplates, and stop-controlled intersection sign upgrades should be submitted using the separate HSIP Systemic Streamlined Application.]
  - High Friction Surface applications at spot locations
  - Elimination or installation of new guardrail
  - Slope flattening
  - Removal of fixed objects
  - Traffic and pedestrian signal optimization, installation, and upgrades
  - Access management
  - Intersection safety improvements (lighting, stopping sight distance, clear vision corners)
  - Horizontal and vertical curve modifications
  - Sight distance improvements
  - Bridge railing replacement or retrofit
  - Mid-block pedestrian crossings; improvements to school zones
  - Projects from a Local (Regional) Road Safety Plan priority emphasis area

This list is not all inclusive and other types of safety improvement projects can be submitted for consideration. The Safety Program Financial Goals allow for the submittal of systemic projects. Systemic safety projects involve the use of countermeasures that are widely implemented (corridor or area wide) based on similar roadway or intersection features that correlate with particular K/A crash types.

Exhibit 2 – Financial Goals

<b>Project Type<sup>1</sup></b>	<b>Total Program</b>
Projects with scopes that directly correct areas with a concentration of Types "A" and "K" crashes	\$5,000,000
Project locations corresponding to High Priority locations in the area's Regional (Local) Traffic Safety Plan (RTSP) <sup>2</sup>	\$3,000,000
Safety Edge	\$500,000
Non-motorized facility/Pedestrian improvements	\$500,000
High Friction Surface	\$500,000
Road Safety Audits (RSA)	\$50,000
Guardrail Upgrades and Clear Zone Improvements <sup>3</sup>	\$750,000
Safety Funds per MDOT Region	\$350,000

1. A selected project may count towards multiple financial goals.
2. Copies of the Regional (Local) Traffic Safety Plan for your area may be obtained by contacting your Regional Planning Agency or by contacting MDOT at [blazop@michigan.gov](mailto:blazop@michigan.gov) or 517-335-2224.
3. The intent of the Guardrail financial goal is for projects installing guardrail when none currently exists, upgrading terminal endings, or removing existing guardrail by flattening slopes. It is not intended to be used for replacing existing damaged guardrail as this is considered a maintenance item.

### Exhibit 3 – Funding Participation

- Construction will be funded at 80 percent federal funds and 20 percent local funds unless it meets one of the categories below. See the following page regarding funding percentages for Preliminary Engineering (if eligible).
  - If the project scope addresses a roadway feature related to a fatality (K) and/or an incapacitating (A) injury within the limits of proposed work, it will be funded at 90 percent federal funds and 10 percent local funds.
  - If it is an approved systemic project (that supports the State Strategic Highway Safety Plan), it will be funded at 90 percent federal funds and 10 percent local funds.
- Portion eligible for federal aid:
  - Project's Construction Phase ('A' Phase.)
  - Preliminary Engineering, **ONLY** if criteria of Preliminary Engineering Section outlined below is met.
- Portion not eligible for federal aid:
  - Right-of-way costs.
  - Preliminary engineering, unless criteria of Preliminary Engineering Section outlined below is met.
  - Construction engineering.
  - Decorative items, not safety related in nature.
- Selected projects will be 'Lump Summed' at the lesser of the original estimate plus \$20,000, or the original estimate plus 20 percent. Projects may, at MDOT's discretion, be funded by a "Pro-Rata" method.
- Projects will be let by MDOT or performed by Local Force Account, as approved by MDOT's Local Agency Program (LAP) office: information found at [www.michigan.gov/mdot](http://www.michigan.gov/mdot) ~ Doing Business ~ Local Agency Program ~ Force Account and Local Agency Reimbursement System (LARS) Information.
- All social, economic and environmental impacts within the project limits impacts must be mitigated before federal funds can be obligated. Project applications which are expected to have significant public controversy and/or require an environmental assessment will not be considered until these outstanding issues have been resolved.
- Local Agencies within Metropolitan Planning Organization (MPO) areas must coordinate with their MPO to ensure inclusion of their project in the area's Transportation Improvement Program for the fiscal year for which the project was selected. LAP will supply a list of selected projects to the MDOT Planning group, but it is the local agency's responsibility to ensure these projects are included in the State Transportation Improvement Program.

**Preliminary Engineering** (up to 10% of the estimated eligible construction costs)

Preliminary engineering for selected safety projects may be programmed for one or more of the following:

- Transparency (5 percent) location (funded at 90 percent federal funds/10 percent local funds)
  - Identified in the 2010 through 2015 Transparency (5%) Reports.
  - Proposed scope of work must address the noted location deficiencies.
  - Projects that are on the Transparency (5%) Report must be clearly identified and a copy of the 5% report included with the application.
- MDOT Local Safety Initiative (LSI) identified location (funded at 50 percent federal funds/50 percent local funds)
  - Proposed scope of work must address the noted location deficiencies reviewed and identified by the LSI Program.
  - A copy of the MDOT LSI written suggestion list must be included with application.
- Traffic Signal Optimization (funded at 80 percent federal funds/20 percent local funds)
  - Must complete a traffic signal optimization study to analyze the timing of signal controllers and implement the revised timings.
  - Signals should be studied to allow for a minimum of one second all red phase and the yellow change interval phase must be evaluated to meet current guidelines.
  - A maximum of \$5,000 total cost will be allowed per signal location for the analysis and adjustment of signal controllers.
  - Signal component upgrades are not permitted under this category.
  - The analysis/study portion of the project will be programmed under a 'PE' Phase with the physical adjustments of timing being programmed under an 'CON' Phase.
- Road Safety Audits (RSAs) (funded at 80 percent federal funds/20 percent local funds)
  - An RSA proposal may be submitted without an associated construction phase. It is anticipated that the construction phase would be submitted in the next call for projects.
  - A maximum of \$20,000 in total project costs will be set up for each RSA.
  - The RSA Final Report/findings must be submitted to the Safety Program Administrator for reimbursement.
  - It is anticipated that this work will be completed by a consultant or another agency other than the road owner.

#### Exhibit 4 – Design Requirements

- Proposed projects must meet current standards and warrants, current Americans with Disabilities Act and Buy America requirements.
- Designed in accordance, at a minimum, with MDOT's Local Agency Programs 3R Guidelines, or in accordance with 4R Guidelines, American Association of State Highway and Transportation Officials (AASHTO) Geometric Design of Highways and Streets, or the AASHTO Guidelines for Geometric Design of Very Low-Volume Local Roads Standards. Use of the Capital Preventative Maintenance guidelines and fixes will not be permitted.
- Traffic signal upgrade projects must install a box span configuration (unless justification is provided) and shall include the installation of signal back plates with reflectorized borders. These projects shall also include overhead mounted street name signs.
- High friction surface projects shall use or follow the intent/material requirements of the most current MDOT Special Provision.
- Corridor (or local agency-wide) permanent signing or pavement marking projects must be of a higher standard than the minimums required by the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) and/or standards. These type projects shall include additional signing improvements beyond upgrading sign reflectivity requirements; i.e., adding reflective sheeting to sign posts, larger signs, etc. Permanent pavement markings shall include improvements such as edgelines where not required by MMUTCD, being recessed or high quality 'durable' markings.
- Any new guardrail or guardrail endings installed must be compliant with the Manual for Assessing Safety Hardware 2016 (MASH-16).
- Culvert end treatments for any newly installed culverts must meet Table 5-1 of the MDOT Drainage Manual. Any new longitudinal culverts installed must have a minimum 1:6 slope from the top of the pipe to the roadway/driveway surface.

Exhibit 5 - Submitting Candidate Safety Project Applications (Electronic submittal is preferred)

Applications submitted electronically must be received no later than midnight on **Monday, August 5, 2019**.

- The Local Safety Program Call for Applications Funding Year 2021 Electronic Submittal Form can be found online at [MDOT LAP - Safety Program](#) in the Application Process section of the page. Electronic submittals are limited to 15MB.

Applications sent hardcopy must be postmarked no later than **Monday, August 5, 2019**.

- Projects postmarked after Monday, August 5, 2019 may or may not be reviewed for selection, at MDOT's discretion.
- It is recommended that your application be submitted by certified mail or other traceable delivery service.

Applications are reviewed and selected by a committee. The six required submittal documents are listed below. All MDOT forms and spreadsheets mentioned can be found online at [MDOT LAP - Safety Program](#) in the Application Process section of the page.

1. Cover Letter
  - Provide a brief overview discussion as to the proposed project, crash pattern that has been experienced, and how the proposed scope of work will remedy the past crash history.
2. MDOT Form 1627
3. MDOT Time of Return (TOR) Analysis\*
  - Only the MDOT TOR spreadsheet or HSM spreadsheet will be accepted\*.
    - ◆ If submitting electronically, attach the excel file to your application.
    - ◆ For hardcopy applications, a copy of all pages that contain user-inputted data and results generated must be included in the application submittal.
  - Guardrail oriented projects and independent RSA submittals do not require a TOR analysis.
  - Common Crash Reduction Factors (CRF) are listed in the TOR Spreadsheet
    - ◆ Additional CRFs may be used. If submitting a TOR utilizing a CRF not listed on the TOR form, include a copy of the source used to obtain the CRF.
  - Highway Safety Manual Analysis\*
    - ◆ A Highway Safety Analysis may replace or supplement the TOR Analysis. Local Agencies are encouraged to utilize the HSM for locations where little to no crash history exists, proposed systemic improvements, and locations where additional support of the TOR is desired.
    - ◆ Use the MDOT HSM spreadsheet located at [MDOT LAP - Safety Program](#) in the Application Process section of the page.
    - ◆ Attach a copy of the electronic HSM spreadsheet to your application.
    - ◆ If you use a Crash Modification Factor (CMF) not included in the spreadsheet as a dropdown, you must describe in your cover letter what the CMF is for and the source used to obtain it.

4. UD-10s
  - Include UD-10s for all crashes that are used to compile the TOR or Highway Safety Manual analysis/computation. Note: The HSM requires all crashes to be input, including animal crashes. UD-10s for animal crashes are NOT to be sent in with the application.
  - Use the most current 3 to 5 year period of available data (only crashes occurring in 2013 to present can be counted).
  - Include only those UD-10 crash reports that relate to the proposed scope of work, except include all UD-10 reports relating to Fatal (K) or Incapacitating (A) injury crashes within the project limits.
5. Detailed cost estimate or Michigan Engineers Resource Library (MERL) estimate.
6. Map showing project location(s).

Applications, to provide additional support, may (not required) also include:

- A copy of the Local (Regional) Road Safety Plan priority emphasis areas or priority projects list. Current plans may be obtained from your area Planning Organization.
- Crash analysis used to determine the proposed project's scope.
- Crash concentration maps in the proposed project's limits.
- MDOT LSI written suggestion list (required if requesting participation for Preliminary Engineering)
- Photos of existing project site conditions.
- Preliminary proposed plan view, cross-sections, and/or profiles.
- Ability to deliver a construction package for obligation within this fiscal year.
- Project coordination with other construction projects.
- Highway Safety Manual Analysis

Additional information available for application development:

- Visit [www.michigan.gov/highwaysafety](http://www.michigan.gov/highwaysafety) or link to it from the MDOT Local Agency Safety Program Website.
  - Traffic Crash Data maps per Region (Traffic Crash Data)
  - HSM Calibration Factors/Distribution Values (Safety Links, Traffic Standards and Typicals, Safety Programs, Highway Safety Manual)
  - Safety Guides (Safety Links, Traffic Standards and Typicals, Safety Programs, Safety Guides)
- Local (Regional) Road Safety Plan.

Please send all eligible projects and supporting information by **Monday, August 5, 2019** to the following:

Mrs. Pamela R. Blazo, P.E.  
Safety Engineer, Local Agency Programs  
Development Services Division  
425 W. Ottawa Street, P.O. Box 30050  
Lansing, Michigan 48909-7550